

TONTO NATURAL BRIDGE STATE PARK

VOLUNTEER POSITION DESCRIPTION

Position Title: Volunteer Office Coordinator

Service Summary: Manages and completes volunteer program record keeping requirements and submits to the park manager for submission to AZ State Parks. Assists with volunteer orientations and trainings. Participates as part of the Volunteer Management Team to plan all volunteer program activities, programs, recruitments, meetings, training and other functions. Supplies information and interprets needs of the volunteer program to assist the staff volunteer coordinator in meeting the needs of the volunteer program. Participates in other volunteer positions as emergencies/needs dictate. Other duties as needed.

Supervision: Staff Volunteer Coordinator (primary) or Park Manager

Location: Multiple areas throughout the park.

Time Commitment: 4 hours per week or as needed to complete duties.

Training:

- Volunteer Orientation.
- State of Arizona Mandated Training for Volunteers (Bloodborne Pathogens, Preventing Inappropriate Behavior in the Workplace & Ethics).
- TNBSP Orientation.
- Required volunteer record keeping procedures.

Qualifications & Requirements:

- Familiarity with all volunteer positions in TNBSP.
- Familiarity with all volunteer service landmarks, awards and procedures.
- Ability to work as part of the Volunteer Management Team.

Benefits of Service: Volunteers significantly increase the services & enjoyment available to visitors.

Volunteer uniforms are provided. Volunteers receive free admission to all state parks after 50 hours service, receive gifts for various service levels & receive invitations to Annual Volunteer Recognition & training events.